

R4075-3  
 D/TR Weekly  
 Summary  
 Part

Executive Assistant to DCI

9 February 1954

Document No. 006NO CHANGE in Class. 

Director of Training

 DECLASSIFIED

Class. CHANGED TO: TS S C

Weekly Summary Report

DDI Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 23/01/78 By: 

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1. Following is the January report of the Assessment and Evaluation Staff, O/TR. Breakdown of cases is by sex, age, GS level, employment status, Staff Office and desk referring for assessment and projected job assignment.

ASSESSMENT

Total Number: 16 (4-26 January 1954)

Total Number: 35 (5-30 January 1953)

I Sex

Male .....	13
Female .....	3
Total	16

V Staff/Desk

A. PI .....	11
PM .....	2
PP .....	3
Total	16

II Age

20-24 .....	2
25-29 .....	7
30-34 .....	1
35-39 .....	3
40-44 .....	1
45-49 .....	2
Total	16

B. ME .....	7
PE .....	5
SR .....	3
WE .....	1
Total	16

VI Projected Job AssignmentIII GS Level

GS-4 .....	1
GS-5 .....	1
GS-6 .....	1
GS-9 .....	2
GS-11 .....	5
GS-12 .....	1
GS-13 .....	1
GS-14 .....	1
Undet. ....	3
Total	16

	Inside	Outside	Total
Staff Intelligence			
Assignments .....	6	-	6
Agent Assignments ..	1	5	6
Administrative Assign- ments .....	2	-	2
Specialist and Pro- fessional .....	1	-	1
Undetermined .....	1	-	1
Totals	11	5	16

IV Employment Status

Employee ....	11
Applicant ....	5
Total	16

(continued on Page 2)

(Item 1 continued)

PROFESSIONAL (JOT) TESTS ADMINISTERED:

January 1954: 3  
January 1953: 18

PROFESSIONAL TRAINEE TESTS ADMINISTERED  
IN THE FIELD AND RECEIVED BY A & E:

January 1954: 22  
January 1953: 0

LANGUAGE APTITUDE TESTS ADMINISTERED:

January 1954: 33  
January 1953: 9

PRE-TRAINING AND 100 TEST BATTERIES  
ADMINISTERED:

January 1954: 140  
January 1953: 14

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3. A Career Selection Report prepared by the Assessment and Evaluation Staff working with a special task force was presented to the CIA Career Service Board. The Career Selection Report was developed as a substitute for the Personnel Evaluation Report during the three-year trial period for all incoming employees, and was approved by the Board without change.

4. Among trainees attending the Basic Intelligence Course (I) which began on 1 February are one from the Department of State and one from G-2, Army.

5. Six University consultant-contacts were indoctrinated during the week beginning 1 February. The following institutions were represented:

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6. The Indoctrination Program conducted on 23 January was attended by four commissioned personnel of the Office of Naval Intelligence and four civilian employees of G-2, Army.

7. The Office of Training is organising special classes in Advanced Greek, Beginning Greek, Intermediate French, Beginning Serbo-Croatian, Beginning Bulgarian and Beginning Hungarian. It is expected that these classes will begin about 15 February and will continue for approximately 16 weeks. These classes are being organized to meet a major request from SA Division and smaller requests from other divisions. It is hoped that other offices having requirements in these languages will also take advantage of these special classes. Arrangements now are being made for the conduct of these courses by the Foreign Service Institute, Department of State, and the School for Advanced International Studies, Johns Hopkins University.

Matthew Baine

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cc: DD/P  
DD/I  
AD (Commo)